



DEPARTMENT OF COUNTY FACILITIES

Safety Progress Report

2009

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An abstract graphic at the bottom of the page consists of several overlapping, semi-transparent geometric shapes in shades of blue and gray, creating a 3D effect. The shapes are arranged in a way that suggests depth and movement.

April 2010

Safety Progress Report - 2009

I. Purpose

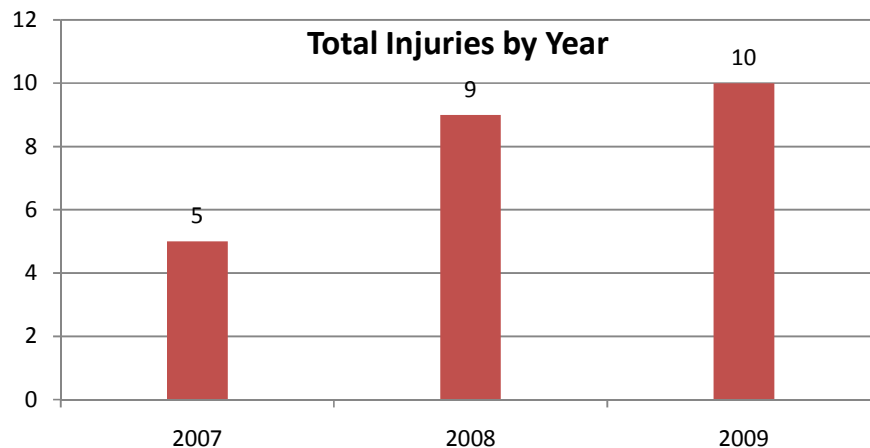
This Safety Progress Report summarizes the safety activity and accomplishments for calendar year 2009. Hamilton County Department of Facilities is committed to promoting a culture where safety is valued and considered part of how we conduct the business of serving our county customers. We believe our goal of “Zero Injuries” can be achieved through safety awareness, training, safe standard procedures, developing safe behaviours, and of course compliance with OSHA standards adopted by the ORC *Public Employee Risk Reduction Program (PERP)*.

This report summarizes:

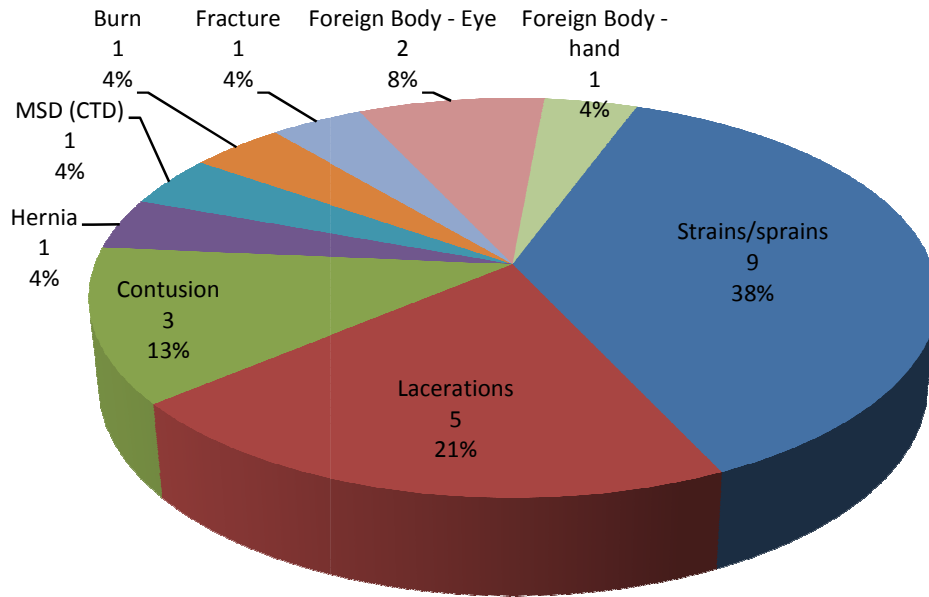
- I. Purpose & Our Goal of Zero Injuries
- II. Background: Accident trends for the past 3 years
- III. PERRP (OSHA) Compliance Activities for 2009
 - A. Safety Inspections
 - B. Safety Programs
 - C. Safe Procedures
 - D. Safety Training
- IV. Summary & Conclusions

II. Background: 3 Year Accident Summary

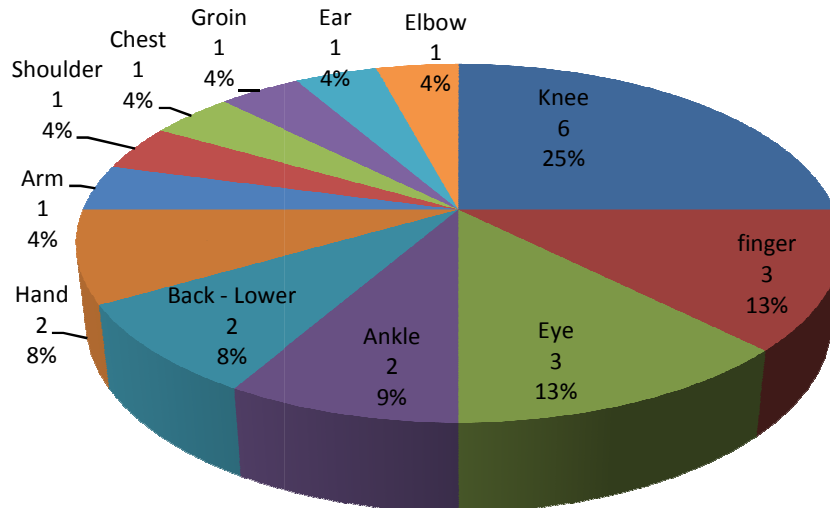
- A. **Injury Totals:** A total of 24 injuries occurred in calendar years 2007-2009.



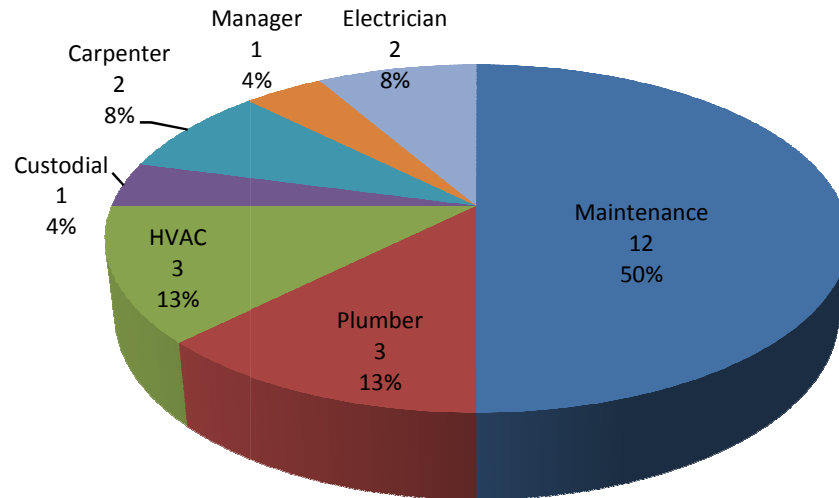
B. **Injury Types:** Strains and sprains accounted for 38% of all injuries from 2007 through 2009.



C. **Injuries by Body Location:** Knee strains/sprains account for 6 of the 24 injuries, or 25%.



- D. **Injuries by Work Classification:** The Maintenance classification accounted for 12 of the 24 injuries, or 50%.



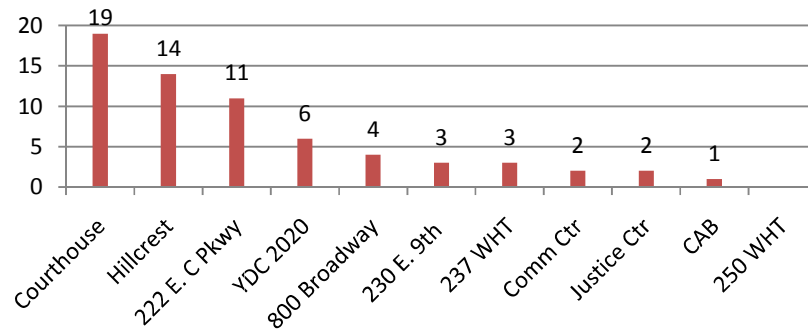
III. PERRP (OSHA) Compliance Activities 2009

A. SAFETY INSPECTIONS

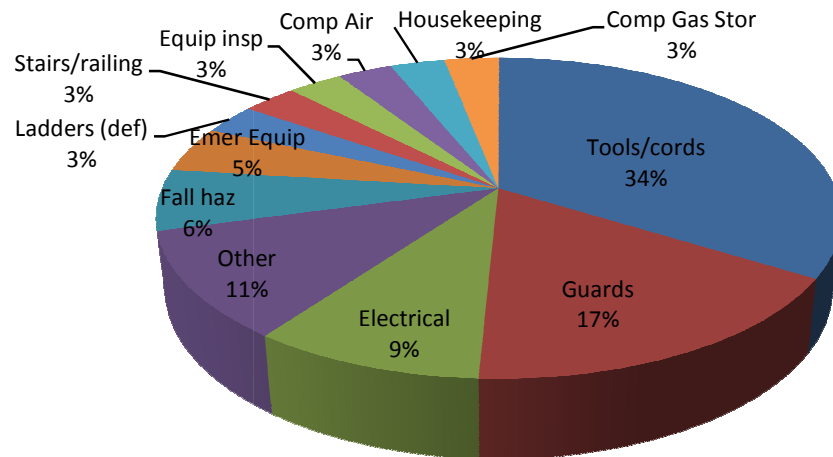
1. **PERRP Safety Inspections:** From July through September of 2009, a PERRP Compliance Officer completed inspections of the following facilities:

- Administration Building
- Courthouse
- 230 WHT Center
- Justice Center
- 800 Broadway building
- 237 WHT Building
- 250 WHT Building
- Comm Center/Patrol HQ
- 20/20 Youth Detention Center
- 222 East Central Parkway
- Hillcrest Training School

- a) **2009 PERRP Findings by Building:** A total of 65 OSHA violations were observed. Of these, 60 have been corrected. The remaining 5 open items will require professional engineering services and/or may require capital expenditure.



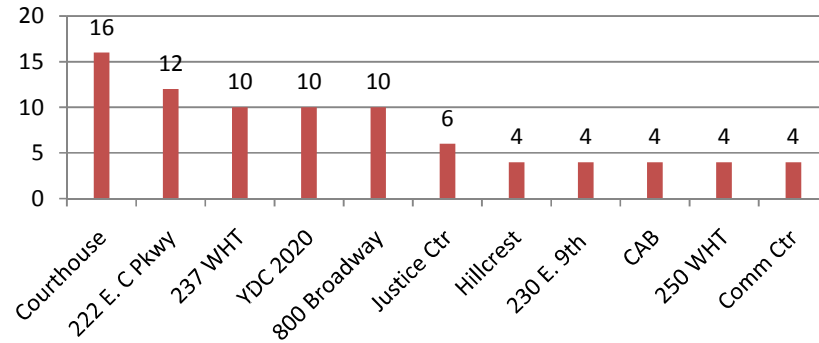
- b) **2009 PERRP Findings by Type:** The top three issues of the 65 OSHA violations observed were: damaged/improper tools or power cords (34%); missing equipment guards (17%); and electrical issues such as exposed wiring or the need for GFCI protection (9%).



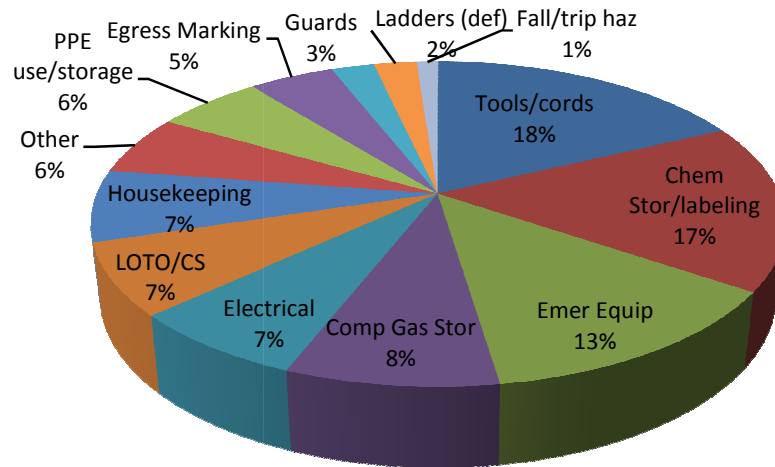
2. **CMI Safety Inspections:** From September 23rd through November 18, 2009, a safety consultant from Compliance Management, Inc. (CMI) conducted safety audits in the following facilities:

- Administration Building
- Courthouse
- 230 WHT Center
- Justice Center
- 800 Broadway building
- 237 WHT Building
- 250 WHT Building
- Comm Center/Patrol HQ
- 20/20 Youth Detention Center
- 222 East Central Parkway
- Hillcrest Training School

- a) **CMI Findings by Building:** A total of 84 OSHA violations were observed. Of these, 71 have been corrected. The remaining 13 items are in progress.



- b) **CMI Findings by Type:** The top 3 issues of the 84 OSHA violations observed were: damaged/improper tools or power cords (18%); improper storage of chemicals or missing labels (17%); and emergency equipment (fire extinguishers missing, eyewash station inspections) at 13%.



B. SAFETY PROGRAMS: Development and Current Status

The following safety programs are in place, being developed, or were audited for effectiveness in 2009:

Program	Code	Status	Audited?
Hazard Communication	29 CFR 1910.1200	In Effect	Yes
Lockout/Tagout	29 CFR 1910.147	In effect – Some equipment LOTO procedures still need to be written for HC, 2020, and JFS	Yes – required by code
Confined Space	29 CFR 1910.146	In Effect	No – required by code
Respiratory Protection	29 CFR 1910.134	In Effect	No
Bloodborne Pathogens	29 CFR 1910.1030	In Effect	No
Fork Truck	29 CFR 1910.178	In Effect	Yes
Personal Protective Equipment	29 CFR 1910.132	In Effect	No
Electrical Safety Program	29 CFR 1910.332	In Effect (in process of updating with changes in OSHA standard with reference to arc flash safety and NFPA 70e	Yes

C. SAFETY PROCEDURES

Equipment-specific lockout/tagout procedures were developed for the Communications Center and the 222 East Central Parkway facilities. This work will continue into 2010.

D. SAFETY TRAINING 2009

Safety training was delivered to all maintenance and trades groups between April and November of 2009 on the following topics:

MONTH	TOPIC	CODE
April	Scissor Lifts	29 CFR 1910.66
May	Hazard Communications	29 CFR 1910.1200
June	Confined Space	29 CFR 1910.146
July	Noise & Hearing Protection (and Back Safety)	29 CFR 1910.95 (noise)
August	Asbestos Awareness	29 CFR 1910.1001
September	Fire Extinguisher Training	29 CFR 1910.157
October	Respirators and fit testing	29 CFR 1910.134
November	Blood Borne Pathogens	29 CFR 1910.1030
December	Make-up Training for those who missed	All list above

TOOL BOX SAFETY TALKS 2009

Tool box talks are short safety talks used to augment training and heighten safety awareness. The following tool box talks were given during 2009:

- January – Space Heaters
- February – They Paid With Their Lives
- March - Driven to Distractions
- April – Filtering Face Piece Usages
- May – Summer Storms
- June - They paid With Their Lives
- July – Protect Yourself from the Sun
- August – Safety Glasses
- September – H1N1 Flu
- October – Fire Extinguishers
- November Christmas Lights Safety
- December – Fasten your Seat Belt - it is the Law

IV. Summary and Conclusions

Significant progress has been made in compliance with OSHA regulations which primarily deal with workplace conditions, development of written programs, and standard-specific training. Other programs and procedures that need to be developed and implemented include:

- Equipment-specific Lockout/tag-out procedures for 222 East Central Parkway, Youth Detention Center, and Hillcrest Training School
- Compressed Gas Cylinder Program and Procedure
- Update of our Electrical Safety Program to address arc flash hazards and NFPA 70e
- Development of a Fall Protection Program and Procedure
- Pesticide Usage Program and Procedure for County Employees in County Facilities
- Contractor Safety Specifications

Safety inspections and safety audits are again being scheduled for 2010. The time frame for the safety inspections is July-August for the State PERRP Inspector and October-November for the CMI Consultant. Program effectiveness audits will be needed for the Confined Space Program, Lockout/Tagout, and Blood Borne Pathogens Program.

Emergency planning must also be a top priority in 2010. The *Ohio Fire Code, Rule 4* (Ohio Administrative Code 1301:7-7-04) and *OSHA Code 29 CFR 1910:38 Emergency Action Plans*; require the development of emergency plans and emergency evacuation drills. Our requirements under these codes call for an emergency procedure (evacuation and shelter for fire, severe weather, etc.) to be prepared for each of our facilities and to conduct two (2) evacuation drills per year (1 announced; and 1 unannounced). It is important that each individual Department and area/floor know what to do when an emergency drill or an actual emergency event occurs. The complexity of the Hamilton County properties will require the full support of its various Departments and staff to successfully implement an overall Emergency Preparedness Program. To that end, Facilities Safety has begun talks with the County Risk Manager to develop a procedure to assist Departments in each facility in preparing their individual plans for drill readiness and/or readiness in the event of an actual emergency. Access to this procedure will be through the County Intranet (HCNet), *Emergency Manual* link already in place. Training and support can also be provided by Facilities Safety.

Finally, developing a "safety culture" will be a focus in 2010. A culture of safety is one in which safety is part of the way we do business. It is integral to all of our processes rather than a last minute add-on or afterthought. To change culture, you must change behaviours. This can initially be addressed in the following ways:

1. Management and employee accountability: Propose revising job descriptions to include safety responsibility as a job performance measure. Revise job performance reviews to include specific safety measures.

2. Management and employee involvement: Promote the Safety Committee and ensure participation from both Managers and Employee Groups. Empower and guide this group to tackle real safety issues and to be able to make significant safety proposals that impact and strengthen the safety process.
3. Standard Operating (safe) Procedures: Standardizing our processes through standard procedures is the key to establishing an effective safety management system. Safe procedures outline and standardize the best (and safest) way to do the work. All training then follows the established safe procedures that have been developed based upon all known hazards and their elimination or reduction of risk.

- End of Report -